

<b>POLICY NAME</b>	<b>HRCav Child Safe Policy</b>
<b>DATE OF ISSUE</b>	<b>September 2017</b>
<b>POLICY COVERAGE</b>	<ul style="list-style-type: none"> <li>• Horse Riding Clubs Association of Victoria Inc;</li> <li>• Persons appointed or elected to HRCav's Executive Committee or Sub Committees;</li> <li>• Employees of HRCav;</li> <li>• HRCav affiliated Clubs;</li> <li>• Members of HRCav affiliated Clubs;</li> <li>• Coaches teaching at HRCav Club clinics, rallies and activities;</li> <li>• HRCav officials, including trainers, educators, Judges, Level Assessors, Course Designers and Accreditors and other volunteers involved in the conduct of events sanctioned by the HRCav;</li> <li>• Club officials involved in the conduct of events and activities sanctioned by the HRCav;</li> <li>• Parents, guardians, spectators, service providers and other persons involved in HRCav sanctioned activities to the full extent that is possible</li> </ul>
<b>DATE OF REVIEW</b>	September 2018
<b>CONTROLLING BODY</b>	Horse Riding Clubs Association of Victoria Inc

## 1. Introduction

- 1.1. HRCav is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. HRCav supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of HRCav's Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the HRCav Child Safety Officer by telephone (03) 9877 0330 or email [info@hrcav.com.au](mailto:info@hrcav.com.au)

## 2. Policy Statement

- 2.1. HRCav is committed to providing the highest level of membership service. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the HRCav's activities while acting in the best interests of children involved in HRCav sanctioned activities.

- 2.2. Specifically, HRCav considers that the health, safety and well-being of children take priority over all other competing considerations. HRCav considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the association, HRCav and its affiliate members.

HRCav has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation etc.

- 2.3. Child protection is a shared responsibility between HRCav, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the HRCav community. Everyone that participates in HRCav's activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.4. HRCav encourages and respects the views of children and young people who participate in our activities. We listen to and act upon any concerns that children, young people or their families raise with us.
- 2.5. HRCav is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.
- 2.6. HRCav promotes fairness and consideration for all staff, volunteers, members and participants.

### 3. Scope

- 3.1. This Policy applies to all HRCav affiliated Clubs and bodies and members of those Clubs and bodies, participants, parents, spectators, contractors, officials, coaches, judges and staff throughout all HRCav events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person or member following the cessation of their association or employment with HRCav.
- 3.3. Affiliation with HRCav is conditional on an affiliated Club implementing, and complying with this Policy. Failure to implement and comply with this Policy may cause HRCav to end its affiliation with a club that is in breach of its obligations.

### 4. Related Documents & Legislative Requirements

- 4.1. This Policy must be read in conjunction with the relevant Commonwealth and State legislation:

#### VICTORIA

- 4.1.1. the law of the Commonwealth and Victoria including but not limited to:

- 4.1.1.1. Children, Youth and Families Act 2005 (Vic)
- 4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
- 4.1.1.3. Crimes Act 1958 (Vic); and
- 4.1.1.4. Working with Children Act 2005 (Vic)

#### NEW SOUTH WALES

#### COMPLIANCE REQUIREMENTS FOR NSW BASED CLUBS

#### SOUTH AUSTRALIA

#### COMPLIANCE REQUIREMENTS FOR SA BASED CLUBS

- 4.1.2. HRCav policies and procedures, including but not limited to:

- 4.1.2.1. [Privacy Policy](#);
- 4.1.2.2. [Constitution](#);
- 4.1.2.3. [HRCav rules](#);
- 4.1.2.4. [Codes of behaviour](#);
- 4.1.2.5. [Risk Management Policy and Guidelines](#);
- 4.1.2.6. [Grievance and Discipline procedures](#); and
- 4.1.2.7. [Social Media Policy](#)

## 5. Definitions

- 5.1. **Child** means a person involved in the activities of HRCav and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.3. **Sexual offence** means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.
- 5.4. **Mandatory reporter** means a person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes teachers, principals, registered psychologists, nurses, doctors and midwives.

## 6. Recognising And Reporting Child Abuse

- 6.1. A person may, in the course of participating in the events or other activities of the HRCav or affiliated Clubs or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone "000" as soon as practicable.
- 6.3. **Child abuse** can be divided into four categories:
  - 6.3.1. **Physical abuse**: occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
  - 6.3.2. **Sexual abuse**: occurs when a child has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
  - 6.3.3. **Emotional and psychological abuse**: occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
  - 6.3.4. **Neglect**: occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

6.4. Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

**6.5. Mandatory Reporters**

6.5.1. Select classes of people in the community (including teachers, nurses and doctors) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

6.5.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable grounds for the belief.

**6.6. Reasonable grounds for belief**

6.6.1. A reasonable belief is formed if a reasonable person believes that:

6.6.1.1. the child is in need of protection;

6.6.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

6.6.1.3. the child's parents are unable or unwilling to protect the child.

6.6.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there is any other related matters known regarding the alleged perpetrator.

6.6.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

6.6.4. You will have reasonable grounds to notify if:

6.6.4.1. a child states that they have been physically or sexually abused;

6.6.4.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

6.6.4.3. someone who knows a child states that the child has been physically or sexually abused;

6.6.4.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or

6.6.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

**6.7. Voluntary Reporters**

6.7.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, *may* disclose that information to the Police or DHHS.

**6.8. Reporting Child Sexual Abuse**

If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of 3 years imprisonment.

[More information on reporting child abuse in Victoria](#)

[Information on reporting child abuse in NSW](#)

[Information on reporting child abuse in South Australia](#)

#### **6.9. HRCav Approach to Reports of Abuse**

- 6.9.1. HRCav supports and encourages a person to make a report to the Police or relevant government body if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.
- 6.9.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by HRCav, and will not be penalised by HRCav for making the report.
- 6.9.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the HRCav Senior Administrative Officer or for guidance and information. If in doubt, ask for assistance.
- 6.9.4. If an allegation is made against a member of staff, committee member or official, HRCav will follow the reporting procedure outlined in Attachment A and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.
- 6.9.5. HRCav will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.
- 6.9.6. HRCav will cooperate with the directions of the Police and/or relevant child protection agency in relation to any investigation conducted by these authorities.
- 6.9.7. HRCav will keep a register of any allegations regarding inappropriate conduct.

### **7. Roles And Responsibilities of Personnel Protecting Children**

- 7.1. Personnel involved in protecting children include the Executive Committee, staff, officials, Club officials and volunteers within the Organisation. Those people have responsibilities in relation to protection of children and are expected to:
  - 7.1.1. understand the rights of children, as appropriate to their role;
  - 7.1.2. respect the cultural and religious practices of families who access HRCav's services, programs or events;
  - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;
  - 7.1.4. appropriately act on any concerns raised by children;
  - 7.1.5. understand the definitions, indicators and impact of child abuse;
  - 7.1.6. know and follow regulations in relation to the care of children
  - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
  - 7.1.8. not harm or exploit children who access HRCav's services.

Further information/on line training can be found [here](#)

### **8. Child Safe and Child Friendly Guidelines To Prevent and Manage Risks Of Child Abuse**

#### **8.1. Supervision of Children**

- 8.1.1. Children attending or participating in HRCav activities and events must be accompanied by a parent, guardian or adult nominated by the parent or guardian.

## 8.2. Working With Children Checks (WWCC)

- 8.2.1. All HRCav staff, Executive Committee members, Sub Committee members, officials and volunteers who are engaged in child related work are required to have a Working with Children Check unless exempt. Further information on WWCCs can be found [here](#). SA and NSW - refer to links under item 10.4.

## 8.3. Coaches

- 8.3.1. All coaches employed by Clubs are required to hold a current WWCC card (or proof of an equivalent check) if teaching children.
- 8.3.1.1. all coaches must ensure that all physical contact with members which occurs when coaching is appropriate for the situation and necessary for the member's safety.
- 8.3.1.2. coaches must ensure that there are other adults present whenever coaching junior members;
- 8.3.1.3. coaches must take care to explain the procedure to the child prior to beginning any physical contact; and
- 8.3.1.4. coaches must obtain consent from the member prior to beginning any physical contact.

## 8.4. Images of Children

- 8.4.1. Wherever possible, permission from a child's parent/guardian is to be obtained before taking an image of a child. The parent/guardian must understand how the image will be used. When using a photo of a child, information which may identify the child shall not be published without the consent of the parent or guardian. Permission is to be sought from the parents/guardians of the children before using these images. Only appropriate images, relevant to the sport are to be used.

## 8.5. Unaccompanied activities

- 8.5.1. Adults have a 'duty of care' for children and they must meet that duty and avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians.
- 8.5.2. Adults should avoid being alone with children in enclosed areas such as toilets, change rooms, hotel rooms etc.

## 8.6. Raising concerns

- 8.6.1. All adults retain an overriding responsibility for the welfare of all children at HRCav events and activities and should raise any concerns relating to child safety with the appropriate officer.
- 8.6.2. Allegations of child abuse should be reported in accordance with the process outlined in Attachment A.
- 8.6.3. Improper conduct of a sexual nature towards a member includes any form of child sexual abuse (as indicated in Clause 5.3) as well as but not limited to the following:
- 8.6.3.1. inappropriate conversations of a sexual nature;
- 8.6.3.2. obscene language of a sexual nature;
- 8.6.3.3. suggestive remarks or actions;
- 8.6.3.4. jokes of a sexual nature;
- 8.6.3.5. obscene gestures;
- 8.6.3.6. unwarranted and inappropriate touching;
- 8.6.3.7. sexual exhibitionism;
- 8.6.3.8. use of any device to show/watch offensive material; and
- 8.6.3.9. any other action that could lead to an athlete being physically, emotionally or psychologically harmed.

#### 8.7. Adults under investigation

- 8.7.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) (or if based in another State the equivalent requirement) status may be prohibited, by the HRCav Executive Committee, from participating in HRCav activities.

### 9. Engaging New Personnel

- 9.1. The minimum standard for background checks of employees and volunteers of the HRCav and its members is the law as it applies in Victoria and other states.
- 9.2. HRCav undertakes a recruitment and screening process for staff and volunteer officials which aims to:
- 9.2.1. promote and protect the safety of all children who participate in the activities of HRCav;
  - 9.2.2. identify and recruit the most suitable candidates who share HRCav's values and commitment to protect children; and
  - 9.2.3. prevent a person from working for HRCav if they pose an unacceptable risk to children.
- 9.3. HRCav requires their staff and volunteer officials to pass the recruitment and screening process prior to commencing their engagement with HRCav.
- 9.4. As part of the screening process, any applicant who will be engaged in child related work must complete a Child Safe Declaration (Appendix C) and provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting.
- 9.4.1. The following key HRCav personnel are required to comply with the requirements of 9.4:
- 9.4.1.1. HRCav Child Safety Officer
  - 9.4.1.2. HRCav Technical Delegates and Representatives at HRCav events
  - 9.4.1.3. Level Assessors and Show Judges
  - 9.4.1.4. anyone else nominated by the HRCav due to the nature of the duties/work that they are undertaking for HRCav.
- 9.5. The type of evidence that an applicant is required to provide to HRCav will vary depending on the type of position that they are applying for and their state of residence. However, an applicant will not be offered a position until they provide the required evidence to HRCav.
- 9.6. HRCav will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate, before they commence their engagement and during their time with HRCav in regular intervals.
- 9.7. HRCav will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.

### 10. Club Responsibilities

- 10.1. HRCav affiliated clubs are required to promote and apply the principles of this policy at Club level and promote the HRCav Child Safe Code of Conduct.
- 10.2. Clubs must ensure that club volunteers and paid workers who are required to have direct contact with children as part of their duties at club activities and events, satisfy WWCC requirements. The club shall be

responsible for maintaining records of the WWCC status of relevant club based volunteers and workers. Click here to determine [Who needs a WWCC in Victoria?](#) SA and NSW – see links under item 10.4.

- 10.3. Clubs which accept junior members are required to appoint a Child Protection Officer whose role is to promote a child safe environment within the Club, encourage members, children and others to contact them to report any potential or suspected child safety issues and act upon any reported concerns relating to child safety. It is strongly recommended that the Club Child Protection Officer completes the [PBTR on-line training course](#) .
- 10.4. Further information, support and resources can be found here  
[Victorian based Clubs](#)  
[NSW based Clubs](#)  
[SA based Clubs](#)

## 11. Risk Management Approach

- 11.1. Child safety is a part of HRCav's overall risk management approach.

## 12. Policy Breaches

- 12.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to disciplinary action under the HRCav Complaint Handling rules.

## 13. Policy Promotion

- 13.1. This policy will be made available to all members via the HRCav website. [www.hrcav.com.au](http://www.hrcav.com.au)
- 13.2. This policy will be communicated to all staff and Committee members.
- 13.3. References to this policy will be included in training information for HRCav officials.

## 14. Review Process

- 14.1. This policy will be reviewed by the HRCav Executive Committee on an annual basis.
- 14.2. If you would like to provide HRCav with any feedback or suggestions to improve this policy, please contact the Child Safety Officer.
- 14.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the HRCav for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the website and other appropriate communication channels.



## Attachment A

### Procedure For Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with the HRCav in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

#### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

#### Step 2: Report the Allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the HRCav Child Safety Officer so that he or she can manage the situation.

#### Step 3: Protect the Child And Manage The Situation

- The Child Safety Officer or other nominated official will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of HRCav.
- The HRCav Child Safety Officer or other nominated official will consider what services may be most appropriate to support the child and his or her parent/s.
- The HRCav Child Safety Officer or other nominated official will consider what support services may be appropriate for the alleged offender.
- The Chief Administrative Office or other nominated official will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

## Step 4: Take Internal Action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by HRCav)
- HRCav will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in the HRCav Complaint Handling section of our Manual.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

### Contact details for advice or to report an allegation of child abuse

Australian Capital Territory	
ACT Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.afp.gov.au">www.afp.gov.au</a>	Office for Children, Youth and Family Services <a href="http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect">http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect</a> Ph: 1300 556 729
New South Wales	
New South Wales Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111
Northern Territory	
Northern Territory Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Department of Children and Families <a href="http://www.childrenandfamilies.nt.gov.au">www.childrenandfamilies.nt.gov.au</a> Ph: 1800 700 250
Queensland	
Queensland Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety & Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810
South Australia	
South Australia Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Education and Child Development <a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a> Ph: 131 478
Tasmania	
Tasmania Police - Non-urgent police assistance Ph: 131 444 <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>	Department of Health and Human Services <a href="http://www.dhhs.tas.gov.au/children">www.dhhs.tas.gov.au/children</a> Ph: 1300 737 639
Victoria	
Victoria Police - Non-urgent police assistance Ph: (03) 9247 6666 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	Department of Human Services <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278
Western Australia	

## Attachment B

### Confidential Record of Child Abuse Allegation

Before completing, ensure the procedures outlined in attachment A have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	Date Formal Complaint Received: / /	
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Club member <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

<b>Government agency contacted</b>	Who: When: Advice provided:
<b>President and/or HRCav official contacted</b>	Who: When:
<b>Police and/or government agency investigation</b>	Finding:
<b>Internal investigation (if any)</b>	Finding:
<b>Action taken</b>	
<b>Completed by</b>	Name: Position: Signature:  / /
<b>Signed by</b>	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.



## Appendix C

### HRCav Child Safe Declaration

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HRCav has a duty of care to all those associated with our organisation and to the individuals and organisations to whom this policy applies to check the background of each person who works for the HRCav either in a salaried or voluntary position where their duties require contact with children and young people under the age of 18 years.

I ..... (name)

of .....

..... (address)

born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge, there is no other matter that the HRCav may consider to constitute a risk to its members, employees, volunteers or reputation by engaging me.
5. I will notify the HRCav immediately upon becoming aware that any matter set out above has changed.
6. I have read, acknowledge and agree to abide by the HRCav Child Safe Code of Conduct (overleaf) and the HRCav Child Safe Policy posted on the HRCav website

Declared in the state of .....

on ...../...../.....(date)

Signature .....

## Child Safe Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in HRCav's activities, including coaches, officials, volunteers and parents.

All HRCav staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other HRCav policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

HRCav staff and volunteers **MUST NOT**:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the HRCav Child Safety Officer.

This Code of Conduct will be reviewed by HRCav annually.